

JUNKERWERK Linder GmbH + Co. KG

# Code of Conduct

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## Preface

JUNKERWERK Linder GmbH + Co. KG, including its manufacturing facilities, processes foam material into high quality products for the automotive sector, general industrial uses as well as for sports and leisure goods.

The general principles can be found in the company policy and in the agreed targets.

The specifications of these company policies form a uniform minimum standard and are binding.

All executives have the task to convey the company policy within the company in addition to being role models and to monitor compliance.

This company policy specifies the framework conditions and is used as a guide.

This policy does not replace any instructions, process descriptions or handling instructions as well as no inter-company laws or standards.

The law is binding if there is any policy contradicting the law despite conscientious examination.

## Code of conduct - Introduction

### Compliance with laws, standards and policies

All JUNKERWERK employees must abide by local laws, norms, directives and principles. The following guiding principles apply:

- We act responsibly.
- We fulfil the wishes and requirements of our clients.
- We live the corporate policy.
- We accept social responsibility.
- We are cost-conscious.
- We work together.

## Confidentiality, ethics and business conduct, employees' responsibility

### Confidentiality and data protection

Communication is transparent within the limits of professional confidentiality. The regulations for trade and business secrets must be observed. Privacy laws and safety guidelines must be observed. Client data is subject to special protection and is communicated to a limited extent. Private use of internet, software and hardware is not permitted.

### Corruption prevention and conflicts of interest

The relevant legal requirements to combat corruption must be observed. Conflicts of interest must be ruled out. The risk of such conflicts shall be assessed on a regular basis. Presents and donations in kind that go beyond "normal" business gifts must not be accepted. No binding dependency must develop. Refrain from offences against competition, granting of advantages, bribery and corruption. Everything possible must be undertaken to prevent fraud or breach of trust as well as other corruption offences by JUNKERWERK employees or other third parties.

### Handling company property, plagiarism

All employees handle JUNKERWERK property carefully. Theft will be reported and has legal consequences. If

plagiarism of the company's products is discovered, it will be reported to the police. Each employee will notify the company if he or she suspects plagiarism.

### Internal and external image

All employees by JUNKERWERK and their representatives work professionally and on behalf of the company. Each employee bears responsibility for the success of the company and for compliance with company policy.

### Ethical recruitment

The recruitment process is transparent, sustainable and ethical to avoid inequalities.

### Conclusion of contracts

The aim of a contract is the creation or maintenance of a client relationship in consideration of long-term, lossless, economic further development of JUNKERWERK.

### Export controls and economic sanctions

JUNKERWERK carries out export controls in order to prevent and avoid foreign policy and security risks as well as economic sanctions. Customs information is available and is complied with.

## Social responsibility and sustainability, working conditions and human rights

### **Discrimination ban**

Discrimination of persons in any form is prohibited. This includes but is not limited to discrimination due to gender, race, skin colour, origin, religion, age, pregnancy or sexual orientation.

### **Business hours**

The relevant legal regulations and operational conditions for business hours as well as industry standards must be observed.

### **Wages and social welfare benefits**

JUNKERWERK remunerates work performance in accordance to legal and operational regulations. Statutory social benefits are guaranteed.

### **Personal interactions**

Employees at JUNKERWERK ensure a fair and respectful interaction with each other. New employees are introduced gently into processes and operational characteristics.

### **Freedom of association and the right to bargain collectively**

The right of employees regarding freedom of association and collective bargaining is respected.

### **Prohibition of child and forced labour**

Any form of child or forced labour is rejected.

### **Human rights**

JUNKERWERK respects the internationally recognised human rights and aligns its actions accordingly.

### **Rights of minorities and indigenous peoples**

JUNKERWERK respects the internationally recognised international rights for the protection of minorities.

### **Women's rights**

Women are equal to other genders in all respects.

### **Diversity, equality and inclusion**

Our commitment to a diverse workforce and a pleasant working environment are integral in supporting satisfied and motivated employees. In this respect, diversity, equality and inclusion are of great importance.

### **Information and communication**

All employees have access to the provisions of this company policy.

Business partners and suppliers have access to this company policy via the homepage.

### **Quality and design**

JUNKERWERK manufactures sustainable products that meet the contractually specified quality criteria and can be safely used for their intended purpose.

### **Promotion of standards in the supply chain**

The supplier knows the sustainability standards and is obliged to observe them accordingly.

### **Handling instructions and questions**

Any reasonable suspicion regarding breaches of the directive must be reported.

### **Sanctions**

In the event of breaches, we reserve the right to take legal action depending on the severity of the violation.

## Financial responsibility

The financial responsibility for the entire company is borne by the management according to the commercial register. Their authorized representatives, authorized signatories and persons acting on their behalf are responsible for actions within the scope of their powers of attorney or procuration.

## Health protection, occupational safety and environmental protection, plant safety

### Health and Safety

As an employer, JUNKERWERK ensures health and safety at work within the framework of national legislation and supports the consistent development to improve the workplace.

Necessary measures to prevent accidents and health damage are implemented; at the same time, it is expected that employees act responsibly and adhere to regulations.

### Engagement of private security forces

Outside normal working hours, the premises and buildings are protected and monitored. Occurring events are registered and tracked by private security forces.

### Environmental and climate protection

Applicable laws and minimum standards for environmental and climate protection must be followed. Resources ought to be used sparingly and waste must be avoided or reduced. JUNKERWERK considers its production process from a holistic point of view and designs them resource-efficient and conscious of the environment. Currently no substances requiring declaration as per REACH and no conflict materials are used.

The recovery of products at the end of their service life can occur via combustion (energy recovery) or can be added in small quantities to general waste.

### Renewable energy

Renewable energy is used in the available scope. All processes are reviewed in order to use reusable energy and to prevent greenhouse gas emission.

### Biodiversity, land, forest and water rights, and eviction

JUNKERWERK respects land, forest and water rights, does not engage in overexploitation and deforestation to achieve climate goals. Evictions are neither planned nor carried out. Our processes and development have no impact on diversity.

### Quality of air and soil

JUNKERWERK carries out all technical measures in order not to negatively influence the quality of air and to generate only as many emissions as are necessary for the process according to the state of the art. The process is subject to continuous improvement.

The quality of soil is not affected by our processes. No substances are discharged into the soil. In case of a disaster, an emergency programme and protective equipment are available.

### Recycling

Recycling of the products after end of life can be done via incineration (energy recovery) or added to household waste in small quantities. No waste is generated in the process itself. New products are checked for usage of raw materials with recycling content.

### Chemical management

JUNKERWERK uses only small amounts of chemicals during processing. The selection is made responsibly and is subject to a standardised approval procedure. Utilisation is done pursuant to the aspects of environmental and climate protection.

### Decarbonisation

JUNKERWERK reduces the Co<sub>2</sub> emissions in order to contribute towards reaching climate targets.

### Noise emissions

JUNKERWERK does not produce any process-related noise emissions. To protect the neighbours, a noise barrier limits our supply facilities.